

Attached for your information
are 2 documents prepared by [redacted] STAT
The first package was sent to DDCI
and there has been no action yet.
The second was sent to each
Directorate in conjunction with her
conversations with the DDs. Just
wanted to let you [redacted] STAT
know of their existence. Date 12 Sept 79

FORM 5-75 101 USE PREVIOUS EDITIONS

EEO 79-265

7 September 1979

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM

:

[REDACTED]
Federal Women's Program Manager
Office of Equal Employment Opportunity

STAT

SUBJECT

:

Federal Women's Program Goals and
Appointment of Directorate Level
Federal Women's Program Officers

1. Action Requested:

- a. Approve the statement of goals for the CIA Federal Women's Program (attachment A).
- b. Sign and forward the attached memorandum requesting that each directorate level component appoint or designate a Federal Women's Program Officer (attachment B).

2. Background:

Since assuming the duties of the Agency's first full-time Federal Women's Program Manager (FWPM) in December 1978, I have been assessing the means to formalize and strengthen the Federal Women's Program (FWP) to focus the time and resources toward specific goals and results. The first step is a formal statement of Agency policy and goals of the Federal Women's Program, which is attached for your approval (attachment A). My conclusion is that due to the decentralized nature of the Agency, Federal Women's Program emphasis must be at directorate level. Each directorate has unique problems which can best be addressed by those familiar with the operations and management of that directorate. Furthermore, it is important that FWP efforts be thoroughly integrated into the directorate's EEO program, under the direction of the EEO Officer. I therefore propose the designation of an FWP Officer in each directorate, either full or parttime.

3. Advantages:

a. The success of the Federal Women's Program in Directorates will be more clearly defined as a responsibility of directorate management.

b. This structure will ensure that the needs and problems of women are properly addressed in the directorate's management and EEO policies and plans and will provide the specialist to do so.

c. CIA will satisfy its needs and more closely conform to Office of Personnel Management guidelines and to current practices of other federal agencies. For example, the Department of State has an FWPM (FSO-3), an assistant FWPM (GS-13) and approximately 150 part-time FWP Coordinators, including one at every overseas post employing more than six American women. Some geographically spread agencies, including NASA, have coordinators for the headquarters, to enable the agency FWPM to concentrate on relations with the public and community actions which NASA has found so valuable in pursuing Affirmative Actions and recruiting efforts.

d. The CIA FWP Manager could more efficiently perform the duties of that position which include: assess the status of Agency women, monitor and contribute to the development of Agency-wide policies and practices to assure a beneficial impact on women, develop means to improve the status and utilization of women, advise, inform and train managers and develop useful community relations.

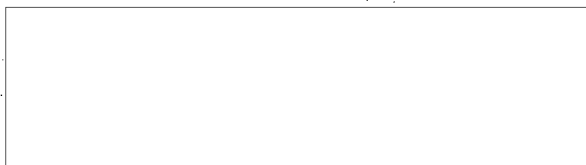
The Program Manager is also responsible for guiding the selection and training of the FWP Officers and evaluating their performance in Agency programs and plans. Finally, the CIA FWPM will evaluate for the DDCI and DCI results of the Federal Women's Program in each directorate.

e. The scope and complexity of the varied tasks of implementing and conducting the Federal Women's Program is excellent management training. Involvement in the intricacies of human resource management at the directorate level provides experience which few other assignments offer.

4. Disadvantages:

While the directorates would welcome clarification and more effective implementation of the Federal Women's Program and the consolidation of efforts under the EEO program, some may object to the commitment of an additional person for the Women's Program. The response is to ask if the directorates can accomplish the goals and plans of the Federal Women's Program without an FWP Officer.

5. I am available to discuss this proposal in greater detail if you wish.



STAT

Attachments:
As stated

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for Operations
Deputy Director for National Foreign Assessment
Deputy Director for Science and Technology
Chairman, E Career Service

FROM : Frank C. Carlucci
Deputy Director of Central Intelligence

SUBJECT : Appointment of Directorate Federal Women's
Program Officers

1. To ensure that the goals of the Federal Women's Program are appropriately and vigorously addressed in each directorate's EEO efforts, I request that each directorate and the E Career Service designate a Federal Women's Program Officer to be responsible for this program. The responsibility for the success of the Federal Women's Program rests with the managers. The FWP Officer, under the direction of the EEO Officer, is the focal point for all issues, policies and practices which impact on women and is responsible to the manager for developing appropriate affirmative actions.

2. The Agency's Federal Women's Program Manager will provide guidance for the selection, training, duties and evaluation of FWP Officers. The individuals so designated should have the appropriate grade and experience to work effectively with senior managers and may be either full-time or part-time. This assignment provides an excellent opportunity for managerial development.

3. Please forward the names of your Federal Women's Program Officer designees to the Director of Equal Employment Opportunity by 1 October.

Frank C. Carlucci